



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 11102.1

N6

05 JUN 2002

NETPDTC INSTRUCTION 11102.1

Subj: **SCHEDULING AND USE OF BUILDING 741, NAS PENSACOLA,
NETPDTC COMPUTER FACILITIES**

Ref: (a) CeTARS DISASTER PREPAREDNESS HANDBOOK
(b) NETPDTC INSTRUCTION 5239.2 - ADP CONTINGENCY PLAN

Encl: (1) NETPDTC Classroom/Conference Room Policies

1. **Purpose.** To provide policy and guidance to assist interested personnel in the scheduling and use of subject spaces located within the NETPDTC Continuity of Operations (COOP) site, including priority of operations in the event of disaster.

2. **Scope.** The provisions and guidance in this instruction apply to all potential users in the scheduling of Building 741 classroom and conference facilities.

3. **Background.** NETPDTC is the custodian and manager of Building 741 located at NAS Pensacola. As addressed in references (a) and (b), the primary purpose of Building 741 is NETPDTC's COOP site for the Corporate enterprise Training Activity Resource System (CeTARS), and other mission critical CNET sponsored applications/programs. This site will be utilized in the event of a declared disaster at NETPDTC's primary Central Design Activity (CDA) computer operations site located at Saufley Field. Additionally, the building contains classroom and conference room spaces, including computer workstations for training purposes. These spaces are used for ongoing computer-related technical training of NETPDTC N6 information technology personnel and, schedule permitting, the training facilities may be scheduled for use by other local commands.

4. **Applicability.** This instruction applies to NETPDTC and all local commands interested in the scheduling, managing or prioritizing of the training facilities within Building 741, NAS Pensacola.

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5. **Policy.** The following policy applies to CNET, NETPDTC and interested commands in the scheduling and usage of the training facilities at Building 741, NAS Pensacola:

a. The Director, NETPDTC Customer Service Center (CSC) CNET, will schedule and prioritize the use of the training facilities in Building 741 for all valid requests from NETPDTC and other interested commands. Every reasonable effort will be made to schedule the training facility on a first come/first served basis.

b. Those interested in the possible future use of the facilities are requested to email their facility requirements, and desired dates and times to the NETPDTC (CSC) CNET service desk at netpdtc-cnet.csc@cnet.navy.mil or telephone Commercial (850) 452-2943/DSN 922-2943. Scheduling confirmation, rules and additional instructions will then be forwarded to the requester prior to the actual use of the facilities. Refer to enclosure (1). In the event the requesting command is interested in possible "firewall" modifications to support upcoming facility/training usage, they must communicate their requirements no less than five days prior to the scheduled class.

c. For planning purposes, if the desired dates for scheduling the use of the facility are unavailable, the requester will be notified and possible alternative dates will be offered. In all cases, NETPDTC retains the authority to "bump" requestors up to 72-hours prior to a scheduled event in the Building 741 conference room. The requestor will be notified for the possible use of an alternative room in the facility and/or another date or time.

IMPORTANT: The above procedures will be utilized for normal day-to-day operations. In the event that the CO, NETPDTC declares an emergency/disaster at NETPDTC's primary Central Design Activity (CDA) computer operations site located at Saufley Field, applicable NETPDTC N6 staff will relocate to Building 741, the COOP backup site, and the associated disaster/contingency operations plans/procedures as addressed in references (a) and (b) will take precedence. All previously scheduled and ongoing training, conferences, etc. will be immediately terminated and the requesting command will need to execute alternative plans including immediately relocating to another building or location, and/or rescheduling use of the

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facility upon the return of normal operations. In order to maintain operational status of CNET/NETPDTC mission essential Applications, all facilities/rooms within the Building 741 COOP site, which are currently assigned to NETPDTC N6, will be utilized. This site will become NETPDTC's disaster control and command center, and the classroom workstations and LAN/WEB connectivity will be used by the NETPDTC N6 analysts, developers, data base administrators (DBAs) and data communications, system software and operations specialists to maintain operational status of CNET/NETPDTC mission essential applications

6. Action.

a. Effective immediately, each interested command will ensure staff under their cognizance are aware of and follow these policies and procedures regarding the scheduling of the training facilities at Building 741, NAS Pensacola. Adherence to the guidelines in this instruction is the responsibility of command personnel involved in the management, scheduling and use of the facilities in Building 741.

b. The Director, NETPDTC CSC CNET, under the direction of NETPDTC (N6), is the designated point of contact for coordinating the scheduling and usage of Building 741.

c. NETPDTC will maintain access to this instruction from the CNET CENTRAL Web page at <http://cnetcentral.cnet.navy.mil/>.



G. B. DYE

Distribution: (NETPDTCINST 5216.1E)
Lists I and II
CNET

Web Access: MAIN INDEX
<https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>

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NETPDTC Classroom/Conference Room Policies

Classroom/Conference Room Hours are from 0800 until 1600

1. No food or drink in the classrooms.
2. Do not alter any settings on the Classroom computers without permission.
3. Instructors/Facilitators should take a moment to explain the Emergency Evacuations Procedures.
4. Do not park in the NETPDTC reserved parking spaces in front or rear of building. You may park in the gravel parking lot behind this building. Exception being the handicap parking in front of building 741.
5. Do not park in unmarked areas on East or South side of building 790-D, or near the ramp in the rear of building 741.
6. Please clean up and remove any training materials/handouts/etc. from the classroom or conference room after your session.

Responsibility for the above policies are that of the Requestor/Instructor/Facilitator.

There are coffee, snack and soda machines in the break room for your convenience. Coffee is 25 cents per cup, or 1 dollar for all day.

NETPDTC on site personnel are available to assist in making your class/conference as enjoyable as possible.

"PLEASE DON'T ABUSE THIS PRIVILEGE"

Requesting Activity: _____

POC Code/Telephone Nr: _____

Facility Requested: Classroom A/B -- Conference Room
(Circle Choice)

Requested Timeframe: Date: _____ Time: _____
=====

Signature
(Requestor/Instructor/Facilitator)

Date

Enclosure (1)